

C C O N C I L C O M M U N I C A T I O N

TC: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE:
November 1, 1989

SUBJECT: New Class Specification

PREPARED BY: Personnel Director

RECOMMENDED ACTION: That the City Council approve the new class specification
(Resolution 89-152) for:

Senior Services Coordinator

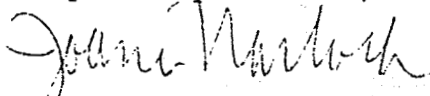
BACKGROUND INFORMATION:

This new class specification provides an accurate listing of job tasks and the qualifications required for this new position at the Community Center.

This is a routine action with fiscal appropriation provided in the 89-90 budget. The salary range has been set at \$2159 - \$2624; this is the same salary range assigned to Recreation Supervisor which requires similar skills, knowledge and abilities. This classification will be included in the Mid-Management group.

The Community Center Director has worked with the Personnel Department and concurs with this new classification.

Respectfully Submitted,



Joanne Narloch
Personnel Director

JN/1a
Attachments
COUNCO12/TXTA.04P

EXHIBIT A

November 1989

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Senior Services Coordinator

DEFINITION:

Under general supervision, plans, promotes, organizes and directs health and recreational programs for senior adults; coordinates volunteer programs, and schedules events for the City's Community Center complex; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Community Center Director in that the latter has overall administrative responsibility for the City of Lodi's Community Center.

Supervision Received and Exercised

Receives general direction from the Community Center Director.
Exercises direct supervision over assigned volunteer staff.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

Develops, plans, and organizes health and recreational programs for senior adults; directs the development of new programs for senior adults and the reviews current programs for effectiveness; develops and reviews surveys to determine interests of senior adults; recommends programs to be offered and identifies resources required to implement them; serves as staff liaison with Senior Citizens Commission and Foundation Board; establishes and maintains effective working relationships with health care providers, social service agencies and senior adult organizations; responsible for overseeing the coordination of the Senior Adult Information and Referral Center by offering assistance, answering questions and providing essential referral information.

Develops and maintains a volunteer program; responsible for the selection of contract staff, provides and coordinates staff direction and training.

Oversees the scheduling of the use of the Community Center for recreation, theater bookings, special events, leisure classes, aquatic programs and senior adult activities; process booking payments.

Prepares publicity for events, including news releases, flyers, pamphlets and brochures; coordinates printing of publicity materials.

Coordinates and interacts with officials and community groups regarding program offerings and coordination of services.

Assists in determining methods and resources for fund-raising and donations.

Meets with and makes presentations to clubs, organizations and special groups to promote the Community Center facility.

Prepares monthly, and annual statistical reports, budgets and other records related to senior adult programs and recreation Projects and programs.

CITY OF LODI
Senior Services coordinator

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MINIMUM QUALIFICATIONS:

Knowledge of:

Methods and techniques of comprehensive recreational and health related activities for seniors.

General principles of program planning and evaluation.

physical, psychological and wellness needs of seniors.

Principles of supervision.

Skill in:

Develop and direct health-related and recreation programs adapted to the particular needs of seniors.

Speak and write persuasively and effectively.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work with a variety of people who have various needs, interests and abilities.

Counsel senior adults, make referrals and assist with health related needs.

Plan, organize and review work of paid and volunteer staff.

EDUCATION AND EXPERIENCE:

Any equivalent combination of experience and education that would likely provide the required knowledge and abilities would be:

Education:

Bachelor's degree in recreation, health administration, gerontology or related field.

Experience:

Two years experience as a recreation professional which includes working with senior adults, at a community center, or other related, comparable experience.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (Class C or 3) from the California Department of Motor Vehicles.

RESOLUTION NO. 89-152

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASS SPECIFICATIONS
FOR SENIOR SERVICES COORDINATOR

RESOLVED, that the City Council of the City of Lodi does hereby approve the new class specifications for Senior Services Coordinator, as shown on exhibit A, attached hereto and thereby made a part hereof,

FURTHER RESOLVED, that this adjustment shall become effective November 1, 1989.

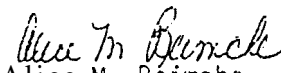
Dated: November 1, 1989

I hereby certify that Resolution No. 89-152 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 1, 1989 by the following vote:

Ayes : Council Members - Hinchman, Olson, Pinkerton and Snider (Mayor)

Noes: Council Members - None

Absent: Council Members - Reid


Alice M. Reimche
City Clerk

CITY OF LCDI

November 1989

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CITY OF LODI
Senior Services Coordinator

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